



QUICK REFERENCE GUIDE:

Add an Owner Operator

Background:

DOT project staff has identified an Owner Operator working on the Contract, and the Owner Operator is in AASHTOWare as a Vendor. If the Vendor is NOT in AASHTOWare, advise the Vendor to follow the steps to get on the AASHTOWare Vendor List, outlined on the Contractors tab of <https://dot.alaska.gov/aashtoware/>.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Navigation: Home > Civil Rights & Labor > Contracts

1. Within the Contract Administration Overview enter the **Contract ID** or **Contract Description** in the **Search** field or press **Show first 10**
2. Select the appropriate **Contract** link
3. Click the **Subcontracts** quicklink at the top of the screen
4. Click the Subcontract **Row Action Menu** and select **Add**
5. Enter a **Subcontractor Number** beginning with O/O (Within a contract each subcontract and O/O will need to have a unique **Subcontract Number**)
6. Begin to type the contractor's name in the **Vendor** autocomplete and select the contractor when their name populates
7. Choose *OO – Owner Operator* from the **Subcontract Type** dropdown
8. Enter today's date in the **Sub Cert Received Date** field

9. In the Work Classifications collapsible toggle the **Name** dropdown to *D-Default*
10. Enter a **Parent Subcontractor Number** if you are entering an Owner Operator who is working for a subcontractor (not the Prime)
11. Click **Save**

Next Step:

Make sure that the person who is submitting payroll for the owner operator has contract authority (see Assign User Contract Authority QRG on the User Guides tab of the AWP Information page).

If you need further assistance please contact your Module Admin
Last updated on January 5, 2023